

## **AWM Board Member Position Description**

### **Background**

Since 1951, AWM has been the premier organization for women committed to supporting peers across all media segments working to expand their networks and raise awareness of their accomplishments. Through recognition events and professional development, our purpose is to bring smart and dedicated women in media together to benefit from shared ideas and experiences, and to receive the access and acknowledgement they deserve.

### **Mission**

The Alliance for Women in Media connects, recognizes, and inspires women across the media industry.

**Title:** Board Member

**Responsible to:** The members of the Alliance for Women in Media

**Board Eligibility:** An individual candidate must be a voting member in good standing and have been selected by a majority vote of the Nominating Committee and approved by a majority vote of the AWM membership.

**Term:** A Director is elected to a two (2) year term. Directors may serve a maximum two (2) consecutive terms, but then must take a (1) year hiatus before being eligible for election again.

**Responsible for:** Working to develop strategic initiatives in alignment with the future of women in all forms of media.

**Liaison with:** Committees and Task Forces as assigned and AWM membership

**Code of Ethics:** Each board member is responsible for reading and agreeing to the AWM Code of Ethics and Conflict of Interest.

**Overall Role Objective:** To assist in leading organizational aspects for the successful execution of AWM's mission. To ensure that AWM delivers the standards and service synonymous with AWM's reputation as connector and educator of women executives in all forms of media.

KEY RESPONSIBILITIES: Summary from Bylaws

The Board of Directors shall supervise, control and direct AWM's affairs; shall determine the policies and practices of AWM and/ or changes to policies and practices of AWM within the limits of these bylaws; shall actively execute AWM purposes; and shall have the discretion to disburse AWM funds. The Board of Directors may adopt appropriate rules and regulations for the conduct of its business and may appoint such agents as are necessary to implement the actions of the Board. The Board of Directors shall have the flexibility to design and implement an organizational structure for AWM in support of AWM's mission and growth.

### **Board Meetings**

Actively participates in Board meetings and update calls. Communicates with fellow board members as needed between meetings and understands the actions taken during board meetings, which can be relayed to members.

### **Board Committees/Task Forces**

Actively involved and knowledgeable in committee and task force work and willing to serve as liaison or member of these groups.

### **REQUIRED EXPERIENCE:**

- Strong knowledge of the media landscape and the influence and potential for women executives.

### **MINIMUM REQUIRED TIME INVOLVED:**

- Minimum of one day at a set number of Board meetings on an annual basis (typically three in-person)
- Attend the annual Gracies Gala and Luncheon as available. Preferred to attend both, but should attend one at minimum.
- One to three hours of conference calls with Board of Directors per month
- Available as/when needed while working a full-time position

### **BOARD MEMBER EXPECTATIONS:**

I will exercise the duties and responsibilities of this office with integrity, collegiality and care. I pledge:

- Establish attendance at all meetings of the board, committees and task forces as a high priority.
- Come prepared to discuss the issues and business to be addressed at scheduled meetings, having read the agenda and relevant background material.
- Work with and respect the opinions of peers who serve this board and to leave personal prejudices out of all board discussions.
- Always act for the good of AWM.
- Represent AWM in a positive and supportive manner at all times and in all places.
- Observe the parliamentary procedures, and display courteous conduct in all board, committee and task force meetings.
- Refrain from intruding on administrative issues that are the responsibility of management except to monitor the results and prohibit methods that conflict with board policy.
- Support, in a positive manner, all actions taken by the Board of Directors even when personal opinions may be in the minority in outcomes.
- Serve on at least one committee or task force, attend all meetings, and participate in the accomplishment of its objectives.
- Adhere to AWM's Give and Get policy which is:
  - "Give" - Give a personal financial gift annual to the Alliance for Women in Media Foundation in an amount that is personally meaningful.
  - "Get" - Responsible for opening doors to relationships with individuals or companies to financially support the Alliance for Women in Media and/or Foundation.
    - This may include the board member's employer, professional or personal connections or groups that may provide value to AWM/F.
    - This may also include donating (or deeply discounted) space for board meetings or other events, exercising relationships for hotel room rates, or any other expense savings that would directly impact the bottom line of AWM/F.

**PREFERRED KEY SKILLS & EXPERIENCE:**

- It is preferred for this position to have prior leadership and community service experience
- Excellent verbal and written communication skills
- Able to interact professionally and socially with all levels of people -- having a common touch despite the challenges of dealing with people who have contrasting agendas and styles
- Has the ability/experience to be the moral compass in every situation
- Able to act in a professional manner at all times
- A strong leader who leads by example
- Able to be an articulate and positive ambassador and representative of AWM
- Solid understanding of not-for-profit associations
- Excellent public speaking ability and interest
- Able to develop and maintain strong relationships and communications with key partners
- Able to provide strong oversight and commitment to AWM's success
- Ability to coordinate/balance multiple and ever-changing priorities

**PERSONAL CHARACTERISTICS:**

- Professional
- Authentic/Thoughtful
- Friendly
- Mature/Wise
- Calm/Rational
- Common Sense Oriented
- Direct yet Tactful
- Confident
- Positive and Upbeat
- Possesses High Integrity
- Confidential